



WEST LAFAYETTE

HOME of PURDUE

Job title	<i>City Engineer</i>
Reports to	<i>Mayor</i>

Job purpose

Incumbent serves as the City Engineer for the City of West Lafayette. Under the general direction of the Mayor, he/she directs, plans, manages, and reviews the activities and operations of the Engineering Department.

Duties and responsibilities

- Responsible for planning and coordination of the construction and maintenance of the City's infrastructure.
- Assures the efficient and economical use of the resources of the public works departments, including budgeted funds, grant monies, personnel, facilities, and time, to accomplish short-term and long-range objectives.
- Coordinates planning and design of all public works projects. Reviews and approves designs, calculations, plans, specifications, bid documents and proposed contracts with designers and contractors.
- Coordinates inspection of all public works projects. Reviews and approves progress payments and change orders, and works with contractors to resolve contract or construction-related problems and disputes.
- Attends regular meetings of the West Lafayette Board of Public Works and Safety, City Council, and Traffic Commission, as well as the Tippecanoe County Technical Transportation Committee and Joint Board. Attends meetings of the Tippecanoe County Board of Zoning Appeals, Administrative Officers, Ordinance Committee and Drainage board, as necessary. Attends other meetings as directed by the Mayor.
- Creates annual engineering department budget. Assists with other budget planning, as necessary, for capital improvement projects.
- Develops, plans, and implements long- and short-term engineering departmental goals and objectives.
- Serves as the City Traffic Engineer and approves traffic related improvements, changes, and modifications.
- Guides the direction of Wastewater and Stormwater planning and infrastructure, as well as reviews and approves related projects.
- Answers public questions and concerns.
- All other duties as assigned.

Qualifications

- Bachelor of Science degree in Civil Engineering or other closely-related field with relevant experience and background.

- Professional Engineer registered in the State of Indiana preferred.
- Knowledge of municipal engineering and codes.
- Knowledge of City codes, zoning codes, and drainage ordinances.
- Ability to effectively communicate with City and community leaders, design professionals, contractors, and the public.
- Computer knowledge in CAD and basic word processing programs.
- Ability to manage department budget and staff.
- Valid Indiana driver's license.

Work Schedule

Monday – Friday, 8am-5:00pm. Attendance at evening meetings often required.

Working conditions

Divides time between office environment, meeting settings, and in-field inspections and meetings. Seventy percent (70%) of the time will be attending meetings both in City Hall and various locations, thirty percent (30%) of the time will be spent in the office working on departmental issues and projects. Business casual dress is required for general office work and some meetings. Professional dress is often required for professional meetings. Incumbent is often required to attend evening meetings.

Physical requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee may be required to lift and/or move items over twenty (20) pounds. Incumbent is occasionally required to spend time outdoors inspecting various issues. This requires the ability to walk, climb, stoop, kneel, and crawl. Exposure to all weather conditions is possible.

Direct reports

Engineering Staff

Approved by:	<i>Monica Wontor, HR Manager</i>
Date approved:	<i>04/13/2022</i>
Reviewed:	<i>12/22/17; 12/27/2019; 9/21/2020; 02/23/2021; 04/13/2022</i>